

26 December 1978

Classification Review Procedure

CRP 78-41

PROCESSING STATE DEPARTMENT GALLEY PROOFS

1. When we receive galley proof documents to review from the Department of State, the following procedures will apply:

a. Pay particular attention to the type of material involved since most of the material reviewed will be derivative and probably will include a number of National Intelligence Estimates to which CIA was a major contributor, minutes of the National Security Council meetings, internal staff correspondence at a high level, and so forth.

b. Look for CIA equities, many of which are oblique and are references to covert action projects, intelligence procedures, personnel, operational procedures, or are compilations of general policy, defense, economic, and other governmental matters into which CIA may have had some input.

2. The present Form 4023A will be used for the input of information into the computer with only a few variations. For example, the Project Number block will remain blank. The entry 98-00001A will stay constant for the Job Number field (as was the "99" entry for the Suitland reports). The Box Number field will carry the contrived entry of 0001 (constant); the Folder Number block will read 001 (constant). In the Document Creation Date field use the date on the document being reviewed. Determine the Originating Component and the OPI from reading the document and use the usual DARE system code for these entries. The same procedure will apply to Type Document field.

3. Documents will be numbered sequentially from 1 to 999 in the Document Number box. We have assigned a fictitious entry to the Document Identification Number block to read "External CRG - 001" for the first series of galley proofs. The second batch will carry an Identification Number of "External CRG - 002", and so forth.

a. In order to enter the galley proof documents into the computer system the following three Review Classification entries were devised and one should be entered, as appropriate, into the Review Classification field on the 4023A:

S - Sanitize before publication  
R - Retain classification  
N - No objection to declassification

b. Select one of the nine code designations for continuing classification beyond 20 years, or 30 years for foreign government information (see memorandum dated 15 December 1978 entitled Implementation of E.O. 12065) and enter it in the Retention Justification field.

c. Since we are dealing with mostly derivative material in reviewing galley proofs and we do not retain possession of the documents, the block entitled "Next Review Date YY" will not come into play until the State Department returns the documents to the Agency for review 10 years hence. Leave this field blank.

d. A companion document, a review worksheet, to the 4023A has been especially devised for reviewing and processing galley proofs. A copy of this self-explanatory worksheet is attached. As the first set of galley proofs was reviewed when E.O. 11652 was still in effect, we will hereafter substitute the new E.O. 12065 and the applicable exemptions in Part I B of the worksheet.

4. Two copies of the review worksheet will be made; one copy will be kept for CRG records and the other copy will be attached to each document and the entire batch then sent for additional review to the Information Review Officer, DDO (Room 1D23, Hdqs.). Upon completion of his review he will return the entire batch to CRG who will forward it directly to the Department of State, Attention: Mr. Fredrick Aandahl, Director, Operations Staff, Office of the Historian, SA-1, 3100.



Chief,  
Classification Review Group

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Attachment